



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

**BUSINESS SERVICE ASSISTANT
FINANCIAL AND BUSINESS SERVICES OPERATION SECTION (FBOS)
PERMANENT/FULL-TIME
\$2,331 - \$3,465**

POSITION SUMMARY:

Under the supervision of an Office Services Manager I, the Business Service Assistant (BSA) is responsible for managing the Department's records, inventory control, and forms management program.

ESSENTIAL FUNCTIONS:

- Act as the Records Management Coordinator for the Victim Compensation and Government Claims Board (VCGCB) and all Joint Powers Counties (JP).
- Responsible for updating and maintaining current retention schedules for all VCGCB/JP records utilizing Records Retention Schedule (Std. 73).
- Act as the liaison with the State Record Center and Destruction facility to insure proper methods of retention destruction are being followed.
- Responsible for completing the Records Holding/Disposal Biennial Report.
- Act as Materials Inventory Coordinator for the VCGCB and JP.
- Responsible for developing and maintaining an active inventory of all VCGCB/JP equipment with a value of \$500.00 or more; perform annual physical inventories of these items in accordance with the standardized accountability requirements.
- Act as the Forms Management Coordinator for the VCGCB/JP.
- Act as the Recycling Coordinator for the VCGCB.

DESIREABLE QUALIFICATIONS:

- Demonstrated proficiency of personal computers, including the software applications Excel and Word.
- Dependable, conscientious and have excellent attendance.
- Excellent organizational skills.
- Excellent written and verbal communication skills.
- Well-developed interpersonal skills, ability to get along with others, positive helpful attitude.

WHO MAY APPLY:

Current BSA or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victims Compensation and Government Claims Board
Attn: Phyllis Perez/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-8986
pperez@voc.ca.gov

FINAL FILING DATE:
Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

Training & development assignments may be considered for most positions

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

Position #: 040-430-4707-004